

U.S. MISSION, PAKISTAN - EMBASSY ISLAMABAD

VACANCY ANNOUNCEMENT NUMBER: 10-157

OPEN TO: All Interested Candidates

OPENING DATE: May 19, 2010

POSITION: **Shipment Clerk**, FSN-6; FP-8*

CLOSING DATE: June 1, 2010

POSITION NO: I-52469

WORK HOURS: Full-time; 40 hours/week

SALARY: *Not-Ordinarily Resident: US\$33,390 p.a. (Starting salary)

(Position Grade: FP-8 to be confirmed by Washington)

*Ordinarily Resident: Rs.464,732 p.a. (Starting salary)

(Position Grade: FSN-6)

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

The U.S. Embassy in Islamabad is seeking an individual for the position of Shipping Clerk in the General Services Office.

BASIC FUNCTION OF POSITION:

The incumbent prepares and types documents and other paperwork for incoming and outgoing shipments of private and U.S. Government property and associated custom clearances. Prepares and types a wide variety of documents, letters, memorandums, and other paperwork related to incoming and outgoing shipments of private and U.S. Government property, the associated customs clearance of these shipments, and the registration, inspection, licensing, and insurance coverage of Government Owned Vehicles (GOV), Privately Owned Vehicles (POV). Performs other related duties as assigned.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office.

REQUIRED QUALIFICATIONS:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **EDUCATION:** Completion of twelve years of education is required.
2. **EXPERIENCE:** Two years of progressively responsible experience in shipping or related field is required.
3. **LANGUAGE:** Level III (Good Working Knowledge) Reading/Writing/Speaking English and Urdu are required.
4. **KNOWLEDGE:** Must have good working knowledge of general office operations.
5. **ABILITIES & SKILLS:** Incumbent must be computer literate in MS Office, Outlook and internet with good typing speed. Must possess a valid Pakistani Motor Car/Jeep driving license.

SELECTION PROCESS:

When equally qualified, U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA:

1. Post Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Applicants for the position must meet the **required** qualifications as advertised in the vacancy announcement. Trainee level(s) may be established below the full performance grade level listed if not fully qualified.
5. Current employees who have voluntarily been reassigned/promoted from one position to another are not eligible to apply within **six months** from the effective date of the reassignment/promotion.
6. Current employees who have received any job related training are not eligible to apply in another section/agency within **six months** from the effective date of the training.
7. Candidates need to indicate on the Application for Employment if any family member is working in the U.S. Mission, Pakistan and, if so, in which section they are employed.

TO APPLY:

Interested applicants for this position must submit the DS-174 (Application for Employment as Locally Employed Staff or Family Member) on the following address or email at HROIslamabad@state.gov. To see all open advertised positions, please visit Embassy website http://islamabad.usembassy.gov/employment_opportunities.html. Only shortlisted candidates will be contacted for test or interview.

SUBMIT FILLED DS-174 TO

Human Resources Office
U.S. Embassy Islamabad
P.O. Box 1048, GPO
Islamabad.

DEFINITIONS:

1. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residence focus to the host country and has the required work and/or residency permit for employment in country.
2. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFM's (Eligible Family Members) and family members of FS, GS, and military personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: June 1, 2010

U. S. Mission, Pakistan is an equal opportunity employer. All applicants will receive consideration without regard to race, color, religion, gender, national origin, disability, age, sexual orientation, social status, or political ideologies/affiliation.